

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Fiscal Monitoring Specialist I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs budget, financial and program analysis. Evaluates applications for grants and contracts. Monitors agency expenditures to ensure budget compliance, and serves as a liaison with state and federal agency funding sources.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists with budget preparation and monitors the budget by serving as a key person to the management team in the budget process, monitoring expenditures, and preparing requests for budget transfers.
2	S	Manages financial functions by preparing expenditure reports, preparing ordinances, grants, and notices to proceed, approving payments, collecting and analyzing financial data, and reporting monthly expenditures to request state reimbursement.
3	S	Performs related duties by training personnel on policies and procedures, monitoring cases and providing monthly program reports.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read policies and procedures, ordinances, regulations, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, ordinances, legal documents, and correspondence.
Managerial	Managerial responsibilities include developing and recommending financial and program strategies.
Budget Responsibility	May research documents, compile data for computer entry, and/or enter or oversee data entry and may have responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. In addition, work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Meetings and discussions may be conducted with customers and program personnel.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Fax, filing cabinet, copier
Sitting	C	Computer, desk work
Walking	F	Inter-office, to/from office equipment
Lifting	O	Documents, supplies, boxes
Carrying	F	Documents, supplies, boxes
Pushing/Pulling	F	Boxes, chair, file cabinet
Reaching	F	Filing cabinet, boxes
Handling	F	Boxes, files, documents, supplies
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	F	File retrieval from boxes
Crouching	O	File retrieval from cabinets
Crawling	N	
Bending	F	File retrieval from cabinets
Twisting	N	
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, reading, filing
Hearing	C	Staff, supervisor, administrators, vendors, telephone
Talking	F	Staff, supervisor, administrators, vendors, telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, inkjet or laser printer, Standard Microsoft Windows and Office software, calculator, telephone, fax machine, typewriter, copy machine, AFIN, Netscape Navigator, Oracle, Laser software program

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)